

**CORTEZ FIRE PROTECTION DISTRICT
REGULAR BOARD MEETING
February 12, 2014**

CALL TO ORDER

President Bridgewater called the meeting to order at 6:00 p.m. in the meeting room at Station #1. Roll call followed and the board members present were Orly Lucero, Lori Johnson, Kent Lindsay, and Jim Bridgewater. Keenan Ertel was absent. Administrative Assistant Wendy Mimiaga, Asst. Chief Charles Balke and Chief Jeff Vandevoorde were present for the meeting.

Orly Lucero made a motion to excuse Keenan Ertel from the meeting, Lori Johnson seconded. The motion passed on the following vote:

Ertel	Lindsay	Lucero	Johnson	Bridgewater
absent	yes	yes	yes	yes

APPROVAL OF MINUTES

The minutes from the regular meeting, held on January 8, 2014, were brought before the board for approval.

Orly Lucero made a motion to approve the minutes for the regular Board of Directors meeting held on January 8, 2014 with the correction of a typo on page 1, Lori Johnson seconded. The minutes for the meeting were approved on the following vote:

Ertel	Lindsay	Lucero	Johnson	Bridgewater
excused	yes	yes	yes	yes

BILLS AND ACCOUNTS

The board reviewed the list of bills and accounts and the financials included in the Board packet. President Bridgewater asked about the bill for the flu shots, and if we were still able to get them through the County Health Department. Mr. Lucero asked if the Health Department would come to the fire station to give flu shots. Chief Vandevoorde explained that we were not able to use the Health Department, and that it is unlikely that all the firefighters who needed a flu shot could come at one scheduled time. City Market set up an account for us so that our firefighters could go in for their flu shot when they were able.

President Bridgewater also inquired about the \$120.00 monthly payment to Konica Minolta for the copy machine, and if that was just for maintenance. Ms. Mimiaga explained that the copy machine is leased, and that the \$120.00 each month is the lease payment. Leasing the machine is much more economical than purchasing it. The copier is networked with the three administration computers and can be utilized as a printer and scanner. The cost per page for printing is much lower than the laser or ink jet printers in each office.

Ms. Johnson inquired about the phone bill for station two, commenting that there are never very many people at the outlying stations, do we need to have a phone there. Chief Vandevoorde explained that we have the phone lines for the fire alarm systems, but that we are currently looking into other options for the lines through Farmers Telephone that would be about a third of the cost.

Kent Lindsay made a motion to accept the bills and financials including the supplemental list of bills, Orly Lucero seconded. The motion passed as follows:

Ertel	Lindsay	Lucero	Johnson	Bridgewater
excused	yes	yes	yes	yes

PUBLIC COMMENT

Roger Beckermeyer addressed the question of the flu shots and why only about five employees went to City Market to get the vaccine. Mr. Beckermeyer explained that several firefighters are able to get them through the hospital, or by other means, and that more than only five firefighters received the flu vaccine this season.

CORRESPONDENCE

Included in the packet were inclusions from the Cortez Journal from January 28, 31, and February 11, 2014. Also included was a thank you note from the EMS Council for the donation for matching funds for the manikins.

President Bridgewater commented on what a great job the department did on the Main St. fire Sunday morning, February 9, 2014. Chief Vandevorde thanked Kent Lindsay for coming down and opening his restaurant for the firefighters.

REPORT FROM THE ADMINISTRATIVE ASSISTANT

A report of the current financial accounts was included in the packet. The county treasurers' office distributed a total of \$51,635.10 to the district for the month of January, 2014. \$31,165.34 for the general mill levy, and \$20,469.76 for the additional mill levy.

The business money market account at 1st Southwest Bank had a balance of \$128,974.23 as of January 31, 2014 with interest earned in January, 2014 of \$27.38. The annual percentage yield remained at 0.25%. The 24 month jumbo CD of \$252,500 at 0.90% earned \$196.29 on January 13, 2014. Total interest paid to date is \$4,395.98. The current balance is \$256,895.98. This CD will mature next month on February 13, 2014.

The balance in the State Farm account, as of January 31, 2014, was \$990,818.51 with interest earned in January, 2014 of \$546.83. The interest rate remained at 0.65%. The total in the reserve accounts is \$1,376,688.72.

The unemployment rate fell to 6.6%, but only added 113,000 jobs, which was less than the anticipated 178,000 jobs. December and November were both adjusted upward. The Federal Reserve has cut another \$10 billion from its monthly bond purchases and has dropped its quantitative easing to \$65 billion in February from the previously reduced \$75 billion in January. The Fed is looking for a similar reduction in March. Even with the decline in the unemployment rate, the labor participation rate has risen to 63%. This is the number of people actively seeking jobs and reflects the decrease in the number of individuals exiting the employment market and have stopped looking for jobs.

We have about \$257,000 CD coming due this week, a two year CD at 0.90%. Ms. Mimiaga included a current list of CD rates from local banks in her report. Chief Vandevorde recommended that we roll over the \$257,000 at First Southwest Bank into a three year CD at First Southwest bank at 0.60%. The Chief went on to explain that the \$990K+ in the State Farm Bank was a lot of money to have in one place. The interest rate at the State Farm Bank is at 0.65%, but will fluctuate and could decrease more. When the money was deposited in the money market account at the bank the interest rate was at 1.25%. The Chief recommended that we withdraw \$250,000 from the State Farm Bank and deposit it into the First National Bank in a five year CD at 0.98%. We anticipate about a \$12,000 return on the investment. Five years is the maximum length of time we can invest public money in a CD. This will leave us just over \$740,000 in the State Farm Bank account and the general fund at Citizens State Bank that we operate from in doing well. Ms. Mimiaga also stated that she was a little uncomfortable having as much money as we do in the State Farm Bank. It is first and foremost an insurance company, and secondly a bank. It would be more comfortable to have the money invested closer to home. This will also leave, in the State Farm Bank, more than enough to cover the \$600,000 the Board has allocated for operational contingency within the reserve funds in the 2014 budget. This will also leave enough money in the reserve funds, between the State Farm Bank and the business

money market account at the First Southwest Bank, to cover our matching requirements if we are granted the funds from the AFG grant we have applied for.

Kent Lindsay made a motion to adopt Chief Vandevoorde's recommendation to reinvest the \$257,000 at First Southwest Bank for three years at 0.60% and move \$250,000 from the State Farm Bank to invest in a five year CD at 0.98% at First National Bank of Cortez, Lori Johnson seconded. The motion passed as follows:

Ertel	Lindsay	Lucero	Johnson	Bridgewater
excused	yes	yes	yes	yes

REPORT FROM THE ASST. CHIEF

Asst. Chief Balke went over his report that was included in the packet along with a list of the trainings, meetings and events he attended. Asst. Chief Balke reported that the agency trainings were on duty with the three new hires in attendance during their two week orientation. They were able to do the airport training, the Cortez Mill walkthrough, all of the schools as well as all of the other high target hazards within the response district.

Asst. Chief Balke is continuing to work on getting all the problems taken care of with the new website, as well as getting the new computer system installed.

The Provider Grant was submitted on February 12, 2014, for more swift water, ice and rope rescue equipment.

A few maintenance issues are being addressed on some of the equipment. On the new engine, one of the gauges needed to be replaced, and the baffle in the air horn system. Engine 2 has had some ignition issues, and Engine 3 has some electronic issues, and the speedometer on Tender 3 needed to be worked on.

The High School Fire Science class was here several times doing ropes training with the on duty crews.

Mr. Lucero commented that Asst. Chief Balke had a very good article in the February, 2014 Four Corners Free Press.

REPORT FROM THE FIRE CHIEF

Chief Vandevoorde went over his report and list of meetings that was included in the packet. The Chief thanked all the Board members who were able to attend the Board Retreat on Sunday, January 26, 2014. He commented that he thought the meeting went very well, a lot was accomplished and it will help the District continue moving forward. Ms. Johnson added that it will be important to follow up with another Board Retreat when we have new Board members so that they can go over the document, ask questions and learn more about the District.

Chief Vandevoorde attended several meetings including a meeting with Southwest Health Net. This is a program through the hospital that will have workman's comp doctors hear in Cortez instead of having to go to Durango. It will be set up so that all we will have to do is call them and they will handle all claims with Pinnacol, set up the necessary appointments and follow up appointments related to the claim, and they will also set up appointments for physicals, drug screening, and other needs our firefighters might need. It is like having a mini HR department for health related needs. And there is no charge. It will also help us cut cost in that they will get the patient in to see a doctor in a timely manner instead of always having to go to the emergency room. We do not have many claims, but this will be very helpful when we do.

There were 132 calls during the month of January. The Computers are being worked on, and Firehouse is not running yet, so we do not have the breakdown of the calls.

The Chief also met with Triad, a company that is being considered for our employee assistance program. The person we have used in the past, David Guy, is no longer handling our District as he had to scale back his clients. This company offers up to six visits per incident for each employee, and also offers financial and legal advice. Everything is completely confidential. This will be a good benefit for our members.

Chief Vandevoorde reiterated that the fire on Main Street went very well. All the firefighters did a great job, there were no injuries, and everyone went home safely.

OLD BUSINESS

Perry Lewis from The Geeks gave an update on the new server and computers. Mr. Lewis explained that a lot was found that we did not know, especially with the fiber connection. The Fire Department is very tightly tied to the City of Cortez. In 2001, when the fiber was brought down the alley, a piece of fiber was installed that tied the fire station to city hall, that is owned by the city, and then a piece that tied the fire station to the administration building, that is owned by the fire department. The system is inefficient. Mr. Lewis explained that we cannot switch to the public network due to the way it was set up in 2001. There is no drop to connect to and the City will not install the new drop when they run the new fiber down the alley since the fire department is already connected on their, the City's, fiber. Mr. Lewis and Chief Vandevoorde met with Shane Hale and Rick Smith with the City of Cortez. Mr. Smith handles all the fiber for the City. We have two options, one, stay where we are and use the City's fiber for internet and telephone, until we get a price from the City to bore under the parking lot and install our own fiber, two, we can stay on the City network indefinitely, and continue to pay the network access fees to the City. We currently pay \$330 per month, but the City is willing to renegotiate the cost. The Computers and the file server will not be on the City's network, and no one from the City will be able to access them, we will only be using their internet connectivity and telephone system. Mr. Lewis has spoken with Farmers Telephone about setting up a new and independent phone system, but they cannot proceed until we are off the City's fiber network and on our own. Mr. Lewis suggested that we stay on the City's fiber network until we repair the parking lot, and at that time consider trenching in a new fiber line, as the City will not pay for any of the work.

Mr. Lindsay asked if we had to go underground with the fiber. Mr. Lewis explained that we have to go underground as the City nor the Fire Department has any type of franchise agreement with Empire Electric to use their lines.

Chief Vandevoorde explained that he would like to have an intergovernmental agreement with the City of Cortez that addresses the cost and what it covers. If we can stay at a reasonable rate for the internet and phones, then there is no problem contracting these services from the City. Before switching over to our own server, it was suggested by Jim Snow that we offer \$600 per computer per year as a fee for the use of the City server and computers. Shane Hale then countered that it would be \$1,800 per computer, but nowhere was it explained what these fees were for, and what services would be provided. This would have been \$9,000 per year for five computers.

Mr. Lewis continued that there had been some problems getting some needed information from the City, but these issues have been taken care of and the fire server will be up and running shortly.

Farmers Telephone has also submitted a proposal for a new phone system and being our telephone provider. They will be able to utilize the current phone numbers. They also addressed the telephone lines at the two volunteer stations that are not used, except for the alarm system, but generates a monthly phone bill of about \$65.00 per month. They will be able to offer a cellular solution for a one time cost of about \$300 per building. Mr. Lewis advised that we get our own fiber and break away from the City completely. We do not own, and are not able to control the network and are dependent on the City.

Discussion ensued and the consensus of the Board was that we need to move forward and completely break away from the City.

Mr. Lindsay mentioned that at one time there was an agreement between the City and the Fire District concerning the maintenance of the parking lot. We will look into this.

NEW BUSINESS

A resolution was presented to the Board to set the Board of Directors meetings on the second Wednesday of each month at 6 p.m. to be held at Station One unless otherwise posted.

Lori Johnson made a motion to adopt Resolution No. 1, Series 2014 to set the regular Board of Directors meetings, Orly Lucero seconded. The motion passed as follows:

Ertel	Lindsay	Lucero	Johnson	Bridgewater
excused	yes	yes	yes	yes

A Resolution was presented to the Board to appoint Ms. Mimiaga as the Designated Election Official for the Special District election to be held on May 6, 2014.

Orly Lucero made a motion to adopt Resolution No. 2, Series 2014 to appoint Wendy Mimiaga as the Designated Election Official, Lori Johnson seconded. The motion passed as follows:

Ertel	Lindsay	Lucero	Johnson	Bridgewater
excused	yes	yes	yes	yes

An Election Resolution for the 2014 Regular District Election was presented to the Board stating that we will be having an election for three (3) Directors and that it will be conducted as a polling place election. We will not be conducting a mail ballot election as we will not have a ballot question. Electors can request that an absentee ballot be mailed to them for the election. There is not a current permanent mail in ballot list as the election laws were changed last summer and it is no longer required to be kept by the County Clerk. If an elector wishes to be on such a list now, they will have to contact each Special District independently, and we will now have to manage such a list.

Lori Johnson made a motion to adopt the Election Resolution No. 3, Series 2014, Orly Lucero seconded. The motion passed as follows:

Ertel	Lindsay	Lucero	Johnson	Bridgewater
excused	yes	yes	yes	yes

A copy of the Strategic Plan that was put together at the Board Retreat on January 26, 2014 was presented to the Board. The main changes were made to the mission and vision statements. Also in the SWOT analysis, the additional input that was made by the Board of Directors at the retreat was added.

Ms. Johnson commented that we were going to come up with a better map for page eleven of the document. This is being worked on.

Ms. Johnson also added that a lot of granting agencies, such as FEMA and Homeland Security and Federal Grants, are looking at Strategic Plans from the grantees.

President Bridgewater questioned a comment from the SWOT analysis on page fifteen under top weaknesses, "We do not perform Post Incident Critique's there is no positive/negative feedback or learning" which he thought was being done. It was explained that it is done for most instances.

Asst. Chief Balke explained that all the comments were included word for word, minus profanity. Each individual's feedback that was provided was included in the document. Chief Vandevoorde pointed out that there is a disclaimer on page seventeen that points out that many of the members used the exercise as an opportunity to vent their frustrations and personal bias. Asst. Chief Balke stated that it was important that everyone has a chance to express what they thought the weaknesses were in the organization. That way everyone's views can be addressed in our goals and objectives. All information that is provided in a SWOT analysis has the same level of importance whether good or bad.

Ms. Johnson pointed out that some things people listed as a strength, others listed as a weakness. When an update to the strategic plan is done hopefully the revised SWOT analysis will show the improvements.

Mr. Lindsay brought up the quote on page five from the Koran. He is afraid that we will have some blowback from the community for it. Perhaps a different quote could be used.

Lori Johnson made a motion to adopt the Strategic Plan with the following corrections; change the date of the Plan to February 12, 2014, find a better map for page eleven and change the quote on page five. Orly Lucero seconded. The motion passed as follows:

Ertel	Lindsay	Lucero	Johnson	Bridgewater
excused	yes	yes	yes	yes

Chief Vandevorde reported that we have an immediate need to repair and resurface the parking lot at Station One and the Administration building. There was discussion again that there was some kind of agreement between the City and the Fire District about the maintenance for the parking lot. We will contact Linda at the City or Hal Shepherd to see if it can be located. Chief Vandevorde had three bids submitted for the job and recommended the Board accept the lowest bid of \$5,400. Even though the expense was included in the 2014 Budget, it is a capital expense so the Chief asked the Board to approve it by motion.

Lori Johnson made a motion to accept the \$5,400 bid for the parking lot repair and resurfacing, Orly Lucero seconded. The motion passed as follows:

Ertel	Lindsay	Lucero	Johnson	Bridgewater
excused	yes	yes	yes	yes

Chief Vandevorde explained that we need to update our Service Plan as it is very outdated. The Chief would like the Boards approval to contract with an attorney who has a background in Special Districts and Service Plans to help work on our update. The hourly cost could be more, but having someone with the knowledge and familiarity with the process will help alleviate the need for them having to do a lot of research. Ms. Mimiaga added that we can have all of the information needed to submit to them to help with the process and cut down on the time. Ms. Mimiaga continued that the Service Plan we have on file, was done in 1986 when the Fire District was formed. Much of the information included in the Plan should not be in there as it was only necessary due to the formation of the District, i.e. list of items and values turned over from the City. The Plan needs to be updated. Ms. Mimiaga have several maps of the District created by Doug Roth, GIS coordinator for Montezuma County. These maps show several areas and parcels that are within the response area of the Cortez Fire Protection District, but are not included in the service area, and hence not on the tax rolls. All these parcels need to be identified and included in the Service Plan so that we are able to collect the tax revenue from them. There are also several parcels within our service area and show in the Service Plan, but are being taxed incorrectly and the revenue is being paid to another Fire Protection District. These will also need to be addressed. This could all add up to more tax revenue for our District. A lot is changing within our County, new roads, subdivision of larger parcels, etc., so we need to readdress our Service Plan regularly to keep up with the changes so that all parcels have proper fire protection. Getting these parcels included in the Service Plan will require some legal advice. President Bridgewater requested that staff proceed with the work needed to update the Service Plan.

An updated copy of the Personnel Policy was presented to the Board. Chief Vandevorde requested that the Board review the policy with the changes and bring any questions or updates to him.

Ms. Johnson had a question on page 22, section E. If an employee is terminated or laid off, they are to be issued their last pay check immediately. Chief Vandevorde replied that he had looked it up in the State Statues; Ms. Johnson is correct and the statue will be referenced in the policy.

Chief Vandevorde requested that the Board take a couple of months to review the Policy and adopt it as soon as possible.

EXECUTIVE SESSION

There was no executive session.

ADJOURNMENT

Having no further business to come before the board, Kent Lindsay made a motion to adjourn the meeting, Orly Lucero seconded. The motion passed as follows:

Ertel	Lindsay	Lucero	Johnson	Bridgewater
excused	yes	yes	yes	yes

The meeting adjourned at 7:25 p.m.

Jim Bridgewater – President

Attest:

Kent Lindsay – Secretary/Treasurer